

West Lafayette Parks & Recreation Department

Staff Management Report

Monday, February 22, 2016

1. Pennie Ainsworth, Assistant Superintendent's Report

- Cheryl and I attended three days of web training on the City's new web site that will go live around March 1st. We are having to keep both websites up-to-date until the switch. Each page on the new site needs to be checked to make sure information has been transferred correctly and make all necessary corrections.
- I have been working on a Department Cell Phone Policy and policy for making all Department property smoke free.
- Employee Performance and Development Reviews have been completed.
- The City's Board of Work will be opening bids tomorrow for our 2015-16 CDBG projects. We will be adding companion seating next to benches in our parks and replacing some grills. All these items were addressed in our Self Evaluations conducted by ADA Consultants of Indiana. The Department's \$20,000 request for 2016-2017 funds has been submitted to continue with ADA improvements in our parks.
- A 2016 Chevrolet Traverse has been approved to replace the Department's 2001 Chevrolet van. It was determined that the van be transferred to the Facilities Department.
- Kiwanis has presented a check in the amount of \$22,478.43 for the new playground which is going to be installed in Cumberland Park. Equipment will be ordered after the purchase order is approved. Tentative installment date is set for late April. The Kiwanis received a KaBOOM! grant, a first for our Department. KaBOOM! is a national non-profit dedicated to bringing balanced and active play into the daily lives of all kids. One of requirement for a KaBOOM! Grant is that the playground has to be built with the communities help. We are working with the Kiwanis to organize volunteers to help with the installation of the playground.
- The City's Art commission is officially working on awarding a contract for signage at Cumberland Park. I would encourage the Board to determine an official name for Cumberland Park prior awarding of a new sign. The park has not been officially named/dedicated.

2. Chris Foley, Recreation Director's Report:

- Riverside Skating Center update:
 - The Center's 2016 annual Dare to Bear was held Friday, Feb. 5 from 7-8:30 pm. Seventy Four (74) skaters in their swim suits enjoyed the cold weather skate. Domino's in Wabash Landing provided free pizza for skaters.
 - Learn to Skate lessons were offered on Saturday mornings. Seventy (70) participated in the three week lessons.
 - The second Learn to Skate One day clinic was held on Feb. 13. It was a very cold day but twenty four (24) participants bravely learned new skills.
 - The Skating Center is schedule to remain open through this first weekend in March. The last day to skate, weather permitting, will be Sunday, March 6.
 - The staff has been working to keep the ice as the warm temperature has made it challenging.
- The Second & Third grade basketball program was completed Saturday, Feb. 13. Thirty Eight (38) Second graders and Fifty Seven (57) Third graders in the basketball program. Cumberland Principal Kim Bowers and her staff were very helpful accommodating this four month program. Program coordinator for the basketball program was Chrissy Whiteaker.
- Summer program planning/scheduling has begun.

3. Bess Witcosky, Morton Center Director:

- Morton is moving forward on details to create a 2-week full day camp for Summer 2016. Campers can expect classes and activities that include, but are not limited to chess, art instruction, reading, theatre, and voice. Morton is currently looking for camp counselors and a camp director.
- Representatives from Parks, Engineering, Facilities, and WREC met with the Boiler Green Initiative on Feb 4th. After BGI presented their concept it was determined the plan needed a few more details;

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funding sources needed to be confirmed before work could begin. All parties involved are confident the Rain Garden will move forward.

- Renovations are moving forward in Room 202, 206, 106 and the Lounge. Rooms 202 and 206 will have dance mirrors installed. The Lounge and Room 106 will have some new cabinetry, a countertop, and whiteboard installed. These updates will make the rooms more user friendly!

4. Jon Munn, Parks Director Report:

- Trail and Playground inspections have been completed and are on file.
- Attended and passed the certification exam for the Ivy Tech 6 sigma/Lead training opportunity at GE Aviation Jan. 26, 2016
- Met with Denny Lord @ PRF to discuss snow removal in the Research Park
- Installed shelving units in the parks office for Cheryl and Chris 1/26/16
- Salvaged 2 baby changing stations from the old city hall restrooms and installed them in the men's and women's restrooms at Happy Hollow Park Restrooms.
- Met with Duke Energy engineer (Chuck Walls) at the Celery Bog Nature Center to determine our electrical needs to add lighting to the Heron sculpture. The cost of installing a transformer at this location is \$3370.28
- Finished the installation of new shop heater at the Happy Hollow maintenance shop, it has been inspected and is working fine. This install was done by our crew and went very smoothly.
- Completed a staff safety training seminar with Chad @ MBAH Insurance covering general worksite safety and Tree trimming safety and inherent dangers of tree work. I plan to schedule another Safety training opportunity with Chad for late march/early April.
- Received our new Tool cat machine and have been putting it to good use on trail snow removal.
- Made repairs to Ice Skates for the skate center
- Assisted the NRT with hauling some abandoned bicycles to the barn storage area.
- Met with Michael Susong 2/1/16 to go into the field and look at some drainage issues at the University Farms Retention areas, and how our mowing of these areas can help improve the situation.
- Met with Pennie A. in regards to upcoming concrete projects at several park locations.
- Made some much needed repairs to the trailer we use to haul mowers. Repaired the deck, made welding repairs to tailgate and repaired wiring harness so all lights work properly.
- Met with a new Bobcat salesman to talk about Batwing mower and leaf collection systems
- Removed Graffiti from under the pedestrian bridge
- 2/8/16 met with Sam Simon on site at Happy Hollow trail project. Work is scheduled to begin as of 2/18/16
- Made repair to Zamboni water valve
- Used the lift truck to take care of hanging dead branches at Lommel Park
- 2/9/16 Attended the Happy Hollow road project progress meeting
- Made repairs to light fixtures in the women's restroom at the skate center
- Assembled new clay slab roller at Morton Center
- Purchased 2 backpack blowers and 2 weed eaters for the upcoming mowing season.
- Due to an excavation project in the area we were able to receive several loads of free dirt, we used this dirt to improve the grade on the lot where Lee's House was demolished and created a dirt stockpile behind the parks barn for future needs

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5. Dan Dunten, Stewardship Director's Report

- **Volunteer Events** - Volunteers are an essential part of the activities at the Celery Bog Nature Area. Here are a few of the related events:
 - * Youth and adults from a cub scout pack spread mulch on the trails over a two-day period.
 - * Two volunteers were recognized at the February City Council meeting. Sam Postlethwait was presented his plaque as the state Outstanding Citizen from the Indiana Parks & Recreations Association. Zonda Bryant was honored for her work with the Junior Nature Club.
 - * A reception was held by the "Hands of the Future" organization to share their accomplishments and goals. This group sponsors the Junior Nature Club.
 - * As the coordinator for this year's Mind BOGgling family nature exploration event, many contacts have been made with volunteers to secure their assistance.
 - * The Purdue chapter of Alpha Sigma Phi fraternity will be working with us to spread mulch on the trails.
 - * A Thank You reception was held for all the volunteer hosts at the Lilly Nature Center. They are the individuals who sit at the front desk and assist visitors.
 - * I will be taking over the scheduling and training of volunteers at the Nature Center, so preliminary work has been done to make this a smooth transition.
- **Purdue Class Project** - I met with a professor from the Purdue Polytechnic Institute to discuss various projects that this class could do to assist the Parks & Recreation Department. I am wanting a computerized series of training modules for the volunteers, so we will work together on this during the fall semester to get this accomplished.
- **Rain Garden at Morton** - We met with a group of Purdue students who were interested in developing a new rain garden near the parking lot of Morton Community Center. The pros and cons were shared about the location they were considering and they were charged with doing additional research.
- **Programs at the Celery Bog Nature Area** - I met with various individuals to discuss additional program options that could be held at the Nature Area. These could be evening or Saturday events. The individuals were from WREC (Wabash River Enhancement Corp.), NICHES Land Trust, and the Junior Nature Club.
- **Kubota RTV** - The police department no longer needed their Kubota that was driven around to mark automobile tires, so they gave it to us. We will modify it to haul mulch onto the trails and it will also be available to assist visitors at the Nature Area.

6. Janet Fawley, Park Superintendent's Report:

- Completed Employee in Responsible Charge(ERC) Training with INDOT.
- Worked w/ Allen Nail to compose letter for LNC volunteers regarding management of LNC.
- Meeting w/ Rotary Members to discuss their 100th anniversary projects in the parks(discussion focused on replacing drinking fountains and adding Little Free Libraries in parks)
- Maintenance staff held Safety Meeting
- Attended WREC meeting, along with WREC's Central Reach Planning meetings
- Participated in "Pop Goes Culture" meeting of the Public Arts Team
- Started process for the Happy Hollow Playground with Sinclair Recreation
- Met w/ 4 consulting firms regarding the Sagamore Parkway Trail Design & Engineering RFP

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- Won city employee chili cookoff!
- Mt w/ United Way for Live United Day Projects group
- Participated in Hands of the Future Presentation Reception
- Met w/ manager of "Lodge" Apartments to discuss access to Cattail Trail at CBNA
- Leadership Lafayette - Poverty Simulation, visited Lafayette Transitional Housing
- Attended 2016 Greenways Foundation Luncheon - Received honorable mention for Cattail Trail.
- Redevelopment Commission postponed 2016 Happy Hollow Ravine Footpath work due to funding issues
- Mt w/ Kiwanis re Community Build Playground Days - April 29 & 30
- Global Fest Meeting held; new plans being formulated.
- Completed Master Plan Survey; Distribution list as follows:
 - ✓ Tweet - Mayor, City of WL, VisitHomeofPurdue, and Parks & Rec. (Jan)
 - ✓ Parks & Rec. Facebook (Jan)
 - ✓ WLFI (Dan)
 - ✓ Tipp. Co. Extension (Steve)
 - ✓ J&C(Jan)
 - ✓ Email blast to program/rental participants(Cheryl)
 - ✓ Water bill sentence (Jan)
 - ✓ PU Fast Track TV (Jan)
 - ✓ WL Library (Jan)
 - ✓ Soccer and softball groups (Jan)
 - ✓ Purdue Today (Kara)
 - ✓ Parks & Rec. staff automatic signature addition (Jan)
 - ✓ Student Sustainability Council (Dan)
 - ✓ Student Environmental Ed. Club chalking (Kara)
 - ✓ Flyers and surveys to Nature Center, Morton, Skate Center & office (staff)
 - ✓ City Newsletter (Jan)
 - ✓ Neighborhood associations (Jan, Kara and Michael)
 - ✓ WREC web site (Dan)
 - ✓ Tree Friends mailing list (Dan)
 - ✓ Native Roots mailing list (Dan)
 - ✓ Specific City Council members (Michael)
- Distribution yet to complete:
 - ☐ Churches (Jan will ask Sonja to compile list, then Dan will distribute info.)
 - ☐ Schools (Dan, with Chris' assistance)
 - ☐ PU Exponent and (Jan)
 - ☐ Police Nixle communication (Jan)
 - ☐ Greater Lafayette Convention & Visitor Bureau web site (Dan)
 - ☐ Greater Lafayette Chamber (Jan)
 - ☐ Senior living locations (Jan)